



DEPARTMENT OF BOATING AND WATERWAYS

JOB OPPORTUNITY

STAFF SERVICES MANAGER I

Boating Operations Division/Boating Education and Safety Programs (1 position)

PLEASE REFERENCE #556-332-4800-001 AND STATE YOUR ELIGIBILITY IN BOX #12 ON YOUR APPLICATION

FINAL FILING DATE: UNTIL FILLED

SALARY: \$5079 - \$6127/MONTH

TYPE OF APPOINTMENT: Permanent/Full Time

LOCATION: Dept. of Boating and Waterways
Boating Operations Division
2000 Evergreen Street, Suite 100
Sacramento, CA 95815-3888

FREE PARKING AT THIS LOCATION

DUTIES: Under general supervision of the Chief Deputy Director, position is responsible for planning, organizing, allocating resources, reviewing and adjusting workload, and the direct supervision of specific programs within the Boating Operations Division. The position supervises the Boating Education and Safety Programs in the Boating Operations Division. The position is accountable for the day-to-day operations of five programs within the Boating Operations Division: Boating Safety Education; Boating Accident Reporting; Aquatic Center Grant Program; Multi-Media Campaign; and the Clean and Green Boating Program.

The incumbent will function as a recognized authority in an area of sensitivity with ongoing supervision/coordination responsibilities over five analysts and two support staff. To effectively and efficiently manage these programs, the incumbent must frequently consult with the Staff Services Manager I, Law Enforcement/Yacht & Ship on budget, personnel, workload, law, regulations and policy issues involving the department. The incumbent is responsible for the development, allocation and tracking of program budgets for both state operations and local assistance. In addition to these responsibilities, the position is also involved in Department-wide activities relating to planning and reviewing departmental policies and programs through the Strategic Planning process. The position is expected to travel and participate on regional and national committees in the arena of boating safety at the discretion of the Department Director.

FOR ADDITIONAL INFORMATION ON THIS POSITION, PLEASE VISIT OUR WEBSITE AT

<http://www.dbw.ca.gov/jobs.asp>

DESIRABLE QUALIFICATIONS:

- ☐ Ability to understand the State budget and regulatory processes including preparation of budget change proposals.
- ☐ Provide leadership and direction to staff in managing multiple tasks with short timeframes.
- ☐ Knowledge of personnel policies and issues, and strategic planning.
- ☐ Knowledge of the State and Departmental contract policies and procedures.
- ☐ Ability to organize/prioritize workload to meet demands.
- ☐ Independently resolve complex issues.
- ☐ Provide excellent oral and written communications.
- ☐ Recruit, train, lead and evaluate the job performance of staff. Supervisory, training and coaching experience & skills.
- ☐ Knowledge/experience with legislative processes, statutes, regulations and policy development.
- ☐ Foster cohesive working relationships with people from within and outside of the department.
- ☐ Boating experience and knowledge of boating safety practices and issues.

WHO MAY APPLY: Applications will be accepted from current state employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. **All applications will be reviewed; however, only the most qualified candidates will be interviewed. All applicants must clearly indicate the basis of their eligibility (i.e., reinstatement, transfer, or list eligibility) on the state application.**

ALL APPOINTMENTS ARE SUBJECT TO THE STATE RESTRICTION OF APPOINTMENT (SROA) PROVISIONS

This position has been designated in the Department's Conflict of Interest Code under Category 2. Therefore the successful candidate must file a Form 700 (Statement of Economic Interests) upon appointment and annually thereafter.

CONTACT: Lucia Becerra, Chief Deputy Director, at: Phone: (916) 263-0782, or E-mail: LBECERRA@DBW.CA.GOV

HOW TO APPLY: Please send a completed standard State application (Std. 678) to:

**Department of Boating and Waterways
Personnel Office
2000 Evergreen Street, Suite 100
Sacramento, CA. 95815-3888**

Posted 2/27/09

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants. An affirmative action employer – equal to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.